



INTERNSHIP OPPORTUNITY



US DEPARTMENT OF COMMERCE - US EXPORT ASSISTANCE CENTER

Advancing US commercial interests through a global network of offices in 48 states and in over 70 countries worldwide. Our Cleveland office is dedicated to international business counseling and international market planning, implementation & entry for export-ready companies.

WHAT YOU WILL LEARN:

Trade Counseling Assistance

- Assist Trade Specialist with exporting inquiries regarding trade requirements, regulations, documentation, country-specific issues
- Assist clients to develop international marketing plans for their products and services
- Accompany Trade Specialists on Client visits -- Gain product familiarity, assess company's international objectives, meet valuable contacts

Market Assessment & Services for US Companies

- Consult with exporters regarding relevant overseas trade shows, provide sales leads and information on upcoming seminars and conferences
- Inform companies of various assistance tools and products to aid in international sales
- Assist Trade Specialists with identifying timely seminar topics and assist with all stages from planning to implementation to follow-up

Networking

- Attend local international programs and meet other companies/people involved in international business
- Obtain a working knowledge of local Northeast Ohio companies expanding their products and services overseas
- Become familiar with specialists and officers in other offices both in the US and abroad
- Gain valuable government experience for actual credit towards a future career with the Federal Government

Administration

- Assist in client management services (acquiring new clients, updating current client information, identification of future clients)
- Assist with market research for potential new markets
- Assist with customer service and client requests

REQUIREMENTS:

- Must be a US Citizen
- Full or Part Time Student
- Minimum 3.0 GPA on 4.0 Scale
- Up to 20 Hours per Week
- Excellent Interpersonal & Customer Service Skills
- Ability to Work in and Contribute to a Team Environment
- Exceptional Writing and Communication Skills
- Strong Computer Skills -- (Office 97- Excel, Power Point, Word -- Databases, Internet)
- Interest in International Business/Studies &/or Federal Government

For more information, contact Trade Specialist, Marcia Brandstadt at
(216) 522-4732 or email: marcia.brandstadt@mail.doc.gov